

HUCCLECOTE PARISH COUNCIL HEALTH AND SAFETY POLICY

Introduction

Hucclecote Parish Council will:

- Work with employees and volunteers to maintain a safe and healthy working environment.
- Provide adequate assessment and control of the health and safety risks arising from work activities.
- Consult with employees and volunteers on matters affecting their health and safety.
- Provide information and instruction to enable employees and volunteers to understand their contribution to a healthy working environment, how to avoid hazards and how to contribute positively to their own health and safety.
- Monitor the effectiveness of health and safety measures.
- Review and revise health and safety policy and procedures annually and in line with legal requirements.

Responsibilities

The ultimate responsibility for ensuring a safe and healthy environment rests with the Parish Council who will:-

- Approve the policy and annually review
- Delegate responsibility for carrying out the policy to the Clerk to the Council
- Monitor and ensure adequacy of Health and Safety provision by requesting reports from the Clerk at appropriate intervals

Responsibility of the Parish Council

- Organise annual review of Health and Safety policy and procedures
- Support and give guidance to the nominated Health and Safety Officer.
- Respond to issues raised by the Health and Safety Officer
- Prioritise actions from Health and Safety checks
- Sanction and direct Health and Safety actions
- Ensure that Health and Safety activities and checks are being carried out
- Ensure that the organisation is kept up to date with new Health and Safety legislation

Responsibilities of nominated Health and Safety Officer

The Health and Safety Officer is nominated to carry out the necessary checks and for record keeping.

The Health and Safety Officer reports to the Parish Council.

- Organise and carry out the programme of health and safety checks as set out in the Health and Safety policy and procedure document
- Notify the Parish Council of the results of all Health and Safety checks. Follow up on Health and Safety actions, as directed
- Maintain Health and Safety records and accident report book as open documents, available for reference at all times
- Investigate and record Health and Safety matters raised by members of staff / volunteers
- Ensure that Health and Safety training is included during the first day of the induction of all staff
- Maintain First Aid equipment
- Offer guidance on Health and Safety issues to members of staff and volunteers – including information on risk assessment, accident prevention and purchase of new equipment
- Ensure that the necessary Health and Safety guidelines, documents, notices and forms are available to members of staff and volunteers and displayed as appropriate
- Undertake new training on health and safety legislation, as directed through the line management system
- Contribute to the annual review of the Health and Safety policy and procedures
- Keep up to date details of members of staff for emergency purposes
- Provide Health and Safety equipment requested by employees and volunteers, as appropriate
- Ensure that leaflets, display items and guidelines from external agencies (eg Health and Safety Executive) currently in use, are up to date.

Employee and Volunteer Responsibilities:

All employees and volunteers have a duty to contribute to maintaining a healthy working environment by:-

- Assessing their working environment for hazards and unsafe working practices
- Reporting all health and safety concerns to the nominated Health and Safety Officer
- Reporting any accident, near miss, incidents of violent or verbal abuse or any hazard
- Understanding and applying health and safety procedures and guidelines
- Co-operating with line managers on health and safety matters
- Taking reasonable care and exercising personal responsibility for the health and safety of themselves and others
- Not interfering with anything provided to safeguard their health and safety
- Providing the Health and Safety officer with up to date emergency contact information

Disciplinary action may be taken if a member of staff fails to comply with the Parish Council Health and Safety Policy.

**HEALTH AND SAFETY POLICY APPENDIX
QUICK REFERENCE – LAST UPDATED 01/03/24**

List of Health and Safety appointed persons

Nominated Health and Safety Officer	Clerk to the Council
Line manager of nominated Health and Safety Officer	Council member
First Aid appointed persons	Gill Blackwell & Helen Clifford

Location of Health and Safety equipment/ documents

First Aid Boxes	Main Hall/office
Health and Safety hazard / near miss reporting forms	Kitchen
Accident report book	Kitchen/office
Health and safety inspection reports	Office
Fire Assembly Point	Play Area

Location of guidance for staff

Health and Safety policy, procedures and guidelines	Office
Posters –fire evacuation procedures, location of Fire extinguishers, fire alarm points, fire exits and First Aid boxes	Various

HEALTH AND SAFETY PROCEDURES AND GUIDANCE FOR STAFF

Updated March 2021

RISK ASSESSMENT

Definitions

Risk assessment is a careful examination of anything in the working environment that could cause harm to people. It enables us to consider whether adequate precautions have been taken to prevent accidents or ill health.

A risk assessment will identify hazards and enable us to decide whether these are significant and whether we should put precautions in place to ensure that the risk is small.

A '**Hazard**' is anything that can cause harm (e.g. electricity, chemicals, lifting heavy objects).

A '**Risk**' is the chance, high or low, that someone will be harmed by that hazard.

Procedures for identifying, reporting and acting upon Health and Safety risks:

- The Clerk will follow the five steps to risk assessment recommended by the Health & Safety Executive, as follows:
 1. Look for the hazards
 2. Decide who might be harmed and how
 3. Evaluate the risks and decide whether existing precautions are adequate
 4. Record findings
 5. Review and revision of assessment
- Regular hazard inspections and risk assessments will be undertaken by the Health and Safety Officer according to the programme outlined below
- All employees and volunteers are responsible for assessing their working environment, taking necessary action and reporting any perceived risks to the Health and Safety Officer. A checklist for assessing risks will be provided as a guide.
- All employees and volunteers have a duty and responsibility to assist in the risk assessment process and to highlight any probable hazards in communal areas and in the community.
- If any employee and volunteer feels that the guidance and procedures contained in the Hucclecote Parish Council Health and Safety manual are insufficient to adequately reduce risks, they are to bring it to the attention of the health and Safety officer or a line manager
- Action required to remove or control risks will be approved by the Parish Council
- Forms for assessing or reporting risks are available to members of staff from the Health and Safety Officer
- Health and Safety Officer will ensure that records of risk assessments are kept and are available for reference at any time.
- The Health and Safety Officer will communicate the results of inspections and risk assessments to the Parish Council

- The delegated member of the Parish Council will sign off the records of risk assessments carried out by the Health and Safety Officer
- The Parish Council will be responsible for assessing Health and Safety priorities and for ensuring the required action is implemented
- The Health and Safety Officer will be responsible for checking that these actions have removed or reduced the risks
- Risk assessments will be reviewed every year, as part of the Health and Safety Policy review, or when the work activity, Health and Safety Executive guidelines, personnel or environment, changes, whichever is soonest.
- The Health and Safety Officer will be responsible for undertaking Control of Substances Hazardous to Health Regulations (COSHH) assessments, as necessary, and ensuring that all required actions are implemented.

Programme of Health and Safety inspections and Risk Assessment

The Health and Safety Officer will conduct the following programme of checks:

Daily

Fire exit and routes

Weekly

Fire alarm check

Monthly

General hazards inspection of premises

Quarterly

Fire Drill

Annual

- Electrical appliance checks
- VDU survey (or as part of induction)
- Fire extinguisher check
- Special risk assessments. The aim of these special risk assessments is to check that risks previously identified are still relevant to the Parish Council and that there are no additional risks due to change in environment, personnel, practices or legal requirements. The aim is also to check whether or not the current procedures and guidelines are sufficient to reduce the risk to an acceptable level and to make appropriate recommendations.
 - Fire risk assessment
 - Workplace – premises (including garage and garden. Also to include control of hazardous substances, risk from falls and storage of equipment and documents)
 - Equipment (including VDU)
 - Working practices – including manual handling and personal safety (includes carrying valuables)

Further guidance for staff on assessing risks and preventing injury

Although the Health and Safety officer will conduct frequent and regular assessment of hazards at Pineholt Village Hall, hazard identification and prevention is the responsibility of all members of staff and volunteers. It is in the interest of all employees and volunteers that possible unsafe practices and/or equipment is drawn to the attention of the Health and Safety Officer so that preventative measures can be taken as soon as possible.

Assessing risks in your Working area

This checklist can be used to identify hazards in the working area or general area that may lead to a significant chance of employees, volunteers or visitors being hurt or harmed in some way. Employees and volunteers should check their work area regularly and if any hazard is noted, should take necessary action to minimise the risk or report it to the Health and Safety Officer, using the hazard reporting slip. The Health and Safety Officer will keep you informed of what happens as a result of your report. Please also refer to the specific guidelines on use of VDUs (visual display units)

Look around your working area and consider the following

1. Does the layout of the furniture or equipment present any danger?
2. Is the floor surface uneven or hazardous?
3. Are there any fixed trip hazards on the floor?
4. Are there any trailing cables?
5. Are any walls sockets cracked or broken?
6. Is any electrical equipment or cable visually defective?
7. Are any windows cracked, broken or inoperative?
8. Do windows open across space where people walk?
9. Is there any possibility of forceful contact with glazing below waist level in windows, or below shoulder level in doors?
10. Is the lighting inadequate for the activities in this area?
11. Is excessive condensation produced?
12. Is shelving unstable / overloaded?
13. Is shelving situated in a position that is hazardous to people?
14. Are heavy items stored at height?
15. Are additional types of fire extinguishers needed?
16. Are there any other hazards in this area? If so, please note and assess.
- 17.

Assessing risks in your working practices

This checklist can be used to identify hazards related to working practices that may lead to a significant chance of employees, volunteers or visitors being hurt or harmed in some way. If a risk is noted, employees and volunteers should take action to minimise the risk, consulting the health and safety manual for guidance and notifying the health and safety officer if appropriate. Please also refer to the procedures and guidelines relating to personal safety in this manual.

Consider your working practices:

1. Do any activities require the lifting of heavy or awkward loads?
2. Does any activity involve climbing to or beyond table height?
3. Do employees or volunteers use dangerous tools or equipment?
4. Are employees/volunteers exposed to any poisonous, harmful or corrosive substances?
5. Is electrical apparatus used in close proximity to water supply?
6. Do employees or volunteers use sharp instruments?
7. Do employees or volunteers engage in any other activity or process which could pose a significant danger to their health or safety?
8. Is the kitchen area accessible?
9. Is anything in the kitchen area hazardous?
10. Are there any obstructions in corridors and other common areas?
11. Are corridors and other common areas cluttered?
12. Is the way that documents are stored unsatisfactory?
13. When working outside the office are the security arrangements adequate?
14. When working outside the office is it possible to assess and respond to risks?
15. Are there any other hazards that should be considered? If so, please note and assess.

PREVENTING ACCIDENTS AND INJURY

Safe storage of equipment and documents

- Check that shelving is secure and robust
- Do not overload shelving
- Avoid placing any items above head height if possible
- Heavier items should be stored at approximately waist height

Falls prevention

It is the responsibility of each individual to maintain their work area in a tidy condition to avoid trips, slips and falls

- Items stored at a high level in cupboards or on shelves should be reached by appropriate means, such as a step stool. Chairs, tables, boxes, shelving and any other non-load bearing objects are not appropriate means and should not be used
- All walkways, access passages to storage areas and other key points (e.g. electrical control panels, fire extinguishers, fire exit routes and fire exit doors), must be kept clear at all times
- Use lead covers when using portable equipment
- Take particular care when carrying items up or down stairs. Ask for help if uncertain

Manual handling

Manual handling is defined as any transporting or supporting of a load by hand or bodily force, which includes lifting, carrying, lowering, putting down, pushing, pulling, and moving.

Back problems can be caused by the strain of lifting, carrying or reaching for objects, and by lack of training. All employees can minimise potential risk to themselves by keeping to the following guidelines:

- i. Use mechanical handling aids such as trolleys wherever possible
- ii. Store heavy objects or large items at waist level so that they can be lifted on and off a shelf without straining
- iii. Use a step stool if you need to reach a high shelf
- iv. Check that your path is clear and do not obstruct your line of vision
- v. Be aware of personal limitations – ask for assistance if necessary

If you have to lift a load manually:

- i. Stand close to the load
- ii. Keep feet apart to give a stable base, with leading foot slightly forward, and bend at the knees
- iii. Grip the load by the palm and roots of the fingers and thumb (thus avoiding the fingertips)
- iv. Lift the load slowly and smoothly – use the leg muscles, **NOT** the back which should remain straight
- v. Keep your arms and the load close to your body

Further information and guidance from the Health and Safety Executive is available from the Health and Safety Officer, on request.

If you feel that, as a result of our duties at Pineholt Village Hall, you require further training on manual handling; please raise the issue with your line manager.

Equipment

The Health and Safety Officer will follow a programme of equipment checks annually. In addition, premises hazard inspections take place every month. However, all members of staff are responsible for visually checking equipment they use and reporting any hazards or worries to the Health and Safety Officer. If in any doubt, do not use the equipment in question. Please notify the Health and Safety Officer of any equipment requiring maintenance.

When new items are purchased, due consideration should be given to health and safety in terms of design of equipment and quality marks on electrical goods. Please consult the Health and Safety Officer if you require any further advice or guidance.

Workstations and VDUs

Most employees use VDUs as part of their daily work. The time spent in front of a VDU varies from job to job. Research suggests that long periods of repetitive motion, using an improperly set up work space, incorrect body position and poor work habits may be associated with physical discomfort and injury to nerves, tendons, and muscles.

The Health and Safety Officer will initiate an annual survey on workstations and VDUs, to be carried out by individual members of staff. It is the responsibility of employees who use VDUs to check their workstation for the following and to raise any queries with the Health and Safety Officer: If specialist

Health and Safety equipment is required, employees should raise the issue with the Health and Safety Officer.

- i. The VDU has a screen that
 - is adjustable for height and tilt
 - has a stable image
 - has clearly defined characters
 - is glare free (with use of a screen filter if necessary)
 - allows for the top of the screen to be level with the operator's eye line
- ii. The VDU has a keyboard that
 - is adjustable
 - is detachable from the computer
 - has a wrist support, if needed
- iii. The VDU is placed on a work surface that
 - is flexible
 - has a copy stand, if needed
 - is well lit but glare free
 - allows sufficient space for activities
- iv. The workstation has a chair that
 - is stable
 - is adjustable for height and tilt
 - has a seat back that is adjustable and provides good lumbar support
 - has an adjustable foot rest, if needed
 - has sufficient leg room for comfort and to enable change of position
- v. The VDU is running with software appropriate for the task

Further guidance for employees, volunteers and visitors on using a visual display unit (VDU)

Poor posture is the biggest single cause of discomfort when using a PC. There are many well-documented examples of surveys where the problems experienced by the user could be solved completely if they only knew how to use the equipment and furniture that they already possess. It is all too common for display screen equipment users to suffer backache because they did not know how to adjust their expensive, ergonomically sound chair.

Make sure that your workspace is set up properly

Your keyboard and monitor should preferably be directly in front of you with your mouse or trackball next to it. Place your mouse or trackball within easy reach so that your elbow can remain next to your side when using them.

- **DO** adjust the height of your chair and table as to have the keyboard, mouse or trackball at elbow height. When working, your arms should be approximately horizontal and eyes at the same level as the top of the VDU casing.
- **DO** use the adjustment mechanism on the keyboard, if necessary, to obtain the proper keyboard height.
- **DO** remember, if you use a mouse-pad, take its thickness into consideration when making the height adjustments.
- **DO** have your feet well supported and your shoulders relaxed.
- **DO** make sure that there is enough space underneath the desk to move freely. Move any obstacles such as boxes or equipment.
- **DO** make sure the screen is clean.
- **DO** use the brightness control on the screen to suit the lighting conditions of the room. Make sure the characters on the screen are sharply focussed and can be easily read.
- **DO** place materials on your desk according to their frequency of use: (Put materials you use most, closest to you: Put materials that you use occasionally no farther than an arm's length away. Put your infrequently used materials further away, but consider convenience).
- **DO** place documents you need whilst typing close to the monitor to reduce frequent head turning and change of eye focus. You can use a document holder to help.
- **DO** keep your shoulders, arm, wrists and hands relaxed and comfortable as you work. (Let them hang loosely at your sides for a moment, allowing them to dangle toward the floor and to become relaxed. Try to maintain this relaxed feeling while you work).
- If you have a wrist or a palm rest, **DO** use it between keying tasks, not while typing. Using it while typing may increase pressure against the hand and increase the chance of an injury.
- When you use your keyboard, mouse, or trackball, **DO** avoid placing or supporting your wrists on sharp edges or on your desktop.
- As you use your keyboard, mouse, or trackball, **DO** make sure that your elbow is next to your side. Keep your wrist relaxed and straight – don't bend it up, down, or to either side. Keep your shoulders relaxed. Do not hang or shrug.

DO NOT rest your wrist on sharp edges.

DO NOT bend your wrist.

Practice good work habits

- Take frequent short breaks. Get up and walk around at least a couple of times every hour.
- Vary your tasks throughout the day. Do something different with your hands and arms for a while.
- Use a light touch on the keyboard for better control of the mouse or trackball.
- Use software features to customise your mouse or trackball to help you reduce stress to your arm, wrist or hand, by minimising repetitive or awkward motions.

Be alert to signs of discomfort

If at any time during or after typing you feel pain, weakness, numbness or tingling, swelling, burning, cramping, or stiffness in your hands, wrists, elbows, arms, shoulder, neck or back, or if you have any reason to believe that you might be experiencing discomfort as a result of typing or from using the mouse, you should consult a qualified health professional. If you feel pain, numbness, tingling, weakness, see a qualified health professional.

Eye care

It may be possible for Hucclecote Parish Council to reimburse the cost of eye tests if you are a regular computer screen user. Please ask your line manager for information.

PERSONAL SAFETY

Introduction

This section aims to help staff and volunteers to minimise the risk of violent or aggressive behaviour by other people when they are conducting council business at Pineholt Village Hall.

Members of staff and volunteers are expected to follow the procedures and guidance.

The Health and Safety Officer will be responsible for making members of staff or volunteers who are new to the organisation aware of this guidance as part of their induction.

It is in the nature of the work that staff or volunteers may find themselves in the following situations:

- Visiting groups and individuals
- Meeting people they do not know well or at all in the Village Hall when there are no other members of staff or volunteers present.
- Meeting people they do not know well or at all in other premises or locations.
- Traveling alone in the Gloucestershire area at night, on Council business, eg for training events, evening meetings
- Carrying equipment or valuable items on behalf of the Council.
- Traveling long distances and staying overnight in order to attend conferences or training events or to visit other projects.
- Encountering in any context while working for the Council, unpredictable outbreaks of aggressive behaviour by disturbed people, (which may be related to their mental health, drug or alcohol abuse etc.).

In all these situations, staff or volunteers could be at risk of aggression from other people. Such risks cannot be eliminated but, with a combination of awareness, sensible procedures and practical aids, they can be minimised.

Procedures

1) Prevention of personal safety risks on Village Hall premises.

- a) Staff or volunteers who are on their own should not allow access to visitors who have no appointment. Callers should be encouraged to make an appointment at a more appropriate time.
- b) Where staff or volunteers are dealing with an individual but feel uneasy about being alone with him/her, they have the right to refuse to make or keep an appointment (unless accompanied) or give access. In such situations, management will respect the judgement of the member of staff or volunteer.
- c) When arranging to see someone, staff or volunteers must clarify the identification of any individual that is not known to them. All people claiming to represent local authorities, businesses, utility companies etc, should be asked for identification if they are not known.
- d) Staff or volunteers who become worried about someone's behaviour in the course of a meeting will use a pre-arranged method of alerting others to their predicament which is designed not to make the situation worse. It is up to the individual to set up the method.

2) Prevention of risks whilst holding or carrying money or valuables for the Council.

Whenever practical, staff or volunteers should not carry money or stamps in excess of £150 without being accompanied by another person.

Large amounts of cash, over and above petty cash, should not be kept on the premises, other than in the safe.

Visits to the bank should not be at a regular time.

Under no circumstances should staff or volunteers put themselves at risk on account of the Council's property. If money is demanded with threats, it should be handed over.

Whenever practical, valuable items should be concealed during transit (and use).

Locking devices should be used on equipment, as appropriate

3) Prevention of risks when attending meetings and events in the community

- a) Staff or volunteers who are going to be away from the office should make clear, through the diary system:
 - The length of time they expect to be away
 - Who they will be with

- If the meeting / event is at the end of the working day or in the evening/ weekend, it should be clear when the engagement is expected to end.
- A contact name and (landline) telephone number should also be recorded on the appropriate diary page, so that in case of an emergency staff can be contacted.

b) If an employee or volunteer is required to attend an evening or weekend meeting or event, they should give the contact details to an appropriate person (eg family member or friend). The appropriate person should also be given the out of office telephone number of members of the Council in case there is a query.

c) If, in the course of a trip from the office, plans significantly change, this must be communicated back to the office. It is the employee's responsibility to ensure that this information is kept up to date at all times.

d) When attending meetings with people not known to them, staff or volunteers should check their credentials unless they are certain that they are bona fide. If in doubt as to what to do, they should talk to their line manager.

e) Staff and volunteers who feel any unease about someone with whom they might be alone, or unease about an area they are visiting have the right to avoid such an encounter and will be supported by management in doing so.

f) Staff or volunteers should make clear who they wish to be informed (outside of work) in the event of any emergency and how they can normally be contacted.

g) Wherever possible, staff or volunteers travelling to the same meeting or event should share transport.

Further guidance on personal safety for employees and volunteers

There are many things we already do that keep us safe, (eg avoiding subways at night), but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to Council staff and volunteers

- Trust your intuition and listen to your feelings. If you sense something is wrong, it probably is. Acting on your intuition may prevent an aggressive situation.
- Be prepared. Do you know who to contact and what to do if a difficult situation arises? Find out and if there isn't anyone designated, ask for a supervisor or manager to be nominated.
- Be observant. Notice everything around you – exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.
- Assess potential risks. Avoid dangerous short cuts, walk facing the traffic on the street side of the pavements, think about where you park your car.
- Make sure you have all relevant information with you. Have you checked to see if there is a known problem with whom you're seeing or where you're going?

- Look confident. Walking tall and being aware of your surroundings deters assailants.
- Never stay in a situation where you think you may be at risk. Don't feel you have to stay because of your work. You can see the customer, arrange the visit or do the interview again. You can ask a colleague to come in to be with you. Don't be afraid to ask for help.
- Be aware of personal space – yours and others. Encroaching on other people's personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.
- Don't get into a lift with people who make you uneasy. If you are in a lift and you feel uncomfortable, get out and use the stairs. Make sure you know where the emergency button is and stand where you can reach it.
- Don't accept lifts (car) from people you have no reason to trust.
- Think about what you're wearing – can you run if you need to?

Dealing with Aggression:

If you find yourself in an aggressive situation, what can you do?

- Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.
- Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.
- Do not be aggressive back – this is how anger can escalate into violence.
- Are you the best person to deal with this situation? Going to get someone else is often helpful, particularly if they can solve a problem that you can't.
- Get on the same level as the aggressor. If they're standing, so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.
- Keep your balance and keep your distance.
- Do not touch someone who is angry.
- Don't let your escape route be blocked.
- Keep yourself between an aggressor and your escape route so that you can still get away

Accidents and First Aid and Work-Related Ill Health

Procedures

- In the interests of safety and in order to prevent future accidents, any accident (no matter how minor) should be reported in the Accident Book located in the kitchen (top drawer).
- In order to aid risk assessment, any near misses should be reported to the Health and Safety Officer
- Any accidents, diseases and dangerous occurrences that require notification according to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', (RIDDOR), will be notified to the enforcing authority by the Health and Safety Officer.
- The Health and Safety Officer will ensure that First Aid boxes are conveniently located, adequately stocked and that their location is displayed
- When employees and volunteers are working outside the Village Hall premises they should assess risks and respond appropriately to emergencies.

Pineholt Village Hall Fire and Evacuation

The Health and Safety officer is responsible for

- Ensuring that copies of the fire instructions for employees/ volunteers/ visitors are displayed within the Village Hall.
- Ensuring that a plan showing the location of fire extinguishers and escape routes is displayed.
- Regularly checking emergency lighting and escape routes
- Organising annual fire extinguishers maintenance
- Organising other fire prevention/ notification equipment maintenance (with line manager) (Smoke alarms, sprinklers etc)
- Testing emergency evacuation procedures at least annually through a fire drill
- Collating feedback from the fire drill and passing this report to the Council for action
- Conducting and keeping a log of the fire equipment checks

Employees volunteers and visitors are expected to:-

- Prevent blockage of emergency exits
- Report any hazards to the Health and Safety Officer
- Follow the fire instructions provided in the case of an emergency
- Note the location of fire extinguishers and their uses

IN THE CASE OF AN EMERGENCY PLEASE FOLLOW THESE INSTRUCTIONS

If you notice a fire, alert others in the building immediately by sounding the alarm

If the fire alarm sounds, you should leave the building in a calm and orderly manner through the nearest fire exit. Please also help visitors or colleagues near to you to leave the building.

All the fire exits are clearly signed. During work hours, they must NEVER be locked or obstructed. If you spot any obstructions, please report them immediately.

In the interests of your own safety and that of others, you should not collect your coat or personal belongings before leaving the building, nor re-enter the building before the 'All-Clear' has been given.

Once out of the building, go immediately to the Fire Assembly Point – Play Area

This evacuation procedure will also be used for bomb evacuation

NOTIFYING THE EMERGENCY SERVICES

During office hours (9am-1pm), the most senior member of the Council staff present at the time is responsible for contacting the emergency services (999), giving details of the location of the building (GL3 3SN).

Outside office hours, the person who notices the fire will contact the emergency services.

Any improper interference with fire fighting equipment will be considered as gross misconduct.

Policy reviewed and accepted 18th March 2024

Next review March 2025

**Hucclecote Parish Council HEALTH AND SAFETY POLICY
EMPLOYEE / VOLUNTEER DECLARATION**

- I have read the ----- Health and Safety policy and the related procedures and guidelines
- I understand the content of the policy
- I support the policy
- I agree to co-operate with ----- in Health and Safety matters
- I understand that if I fail to comply with Health and Safety Policy, this may lead to disciplinary action

Signed _____

Print name _____

Dated _____

Comments

Suggestions for further Health and Safety improvements
--

Please hand this form to the Health and Safety Officer